



**Principal: Mrs R Curtis**  
**Summerhill Academy**  
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Website: [www.summerhillacademy.org.uk](http://www.summerhillacademy.org.uk)

Dear Parent/Carer,

Further to our previous communication regarding our new school dinner booking process via scopay, please find below further guidance to support you with this new process and information regarding changes to existing procedures.

### **Meal Price**

This will remain as present at £2.30 per day for a hot school meal, jacket potato or school packed lunch. Monies must be credited to your child's account via your Scopay account (using the mobile app or [www.scopay.com](http://www.scopay.com)). Due to the current COVID-19 pandemic, to adhere to our Health & Safety measures we will not be accepting payments in cash or cheque, this will support the hygiene measures in place and reduce visits to the Academy.

### **Meal Codes**

When you log into your account, you select the day you would like to order a meal for, on this screen you will find the following codes:

T – Traditional Meal, meat option

H – Halal Meal, meat option

V – Vegetarian Meal

J – Jacket Potato

L – School Packed Lunch – Paid (available from September 2020)

P – Home Packed Lunch – No Cost

Above the calendar you will see a menu, which you can refer to for further information.

### **Alternative Meals**

Please note the Academy will no longer provide an alternative meal for your child, therefore if you have a balance owing on your child's dinner money account which has not been cleared, you will need to provide your child with a packed lunch from home until the outstanding monies are cleared.

### **Preferences**

To ensure we account for every child in the school, we would be grateful if your child **will not** be requiring a school meal, that you could notify us by completing the reply slip at the bottom of this letter and returning it via email to [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk). Should you ever wish to change your preference you can contact us via the email above and we can make an amendment so that you can book online as per the process mentioned.

### **Medical Appointments**

Should your child be attending a medical appointment but will return to the Academy during the day and would require a school meal, please ensure this is booked online.

### **Illness/Early Collection**

In the event of your child being sent home due to illness or collected in a family emergency, we will be able to cancel meals up to 10am. Any pupil leaving after this time will be charged for any meals ordered as the Academy will incur the charges from Aspens for any meals prepared after this time.

### **Non-Booked Meals/Forgotten Packed Lunches**

If a meal has not been booked or your child informs us they have forgotten their packed lunch at home, should your child's dinner money account be in credit we shall provide them with a hot meal. If your child's account is not in credit, we shall contact you to either provide a packed lunch from home or to add credit to your child's account in order for us to provide them with a hot school dinner.

### **Free School Meals**

A polite reminder if your child is eligible for free school meals, this information has been recorded and the requirement to be in credit is not applicable. You will be able to continue to book your child's meal without any payment. **You will still need to book your child's meal choices as per the process above.**

### **Balances**

Any outstanding balances can be viewed via your scopay account with effect from Wednesday 1 July. As mentioned previously, should you have any difficulties with repaying this, please contact us via [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk) and we will be able to support you with this.

### **Booking Deadline**

As mentioned in our previous communication the cut off for booking a meal for the day would be midnight the previous day.

Please note that should you forget to order a meal or provide a packed lunch on a regular basis, our school's Designated Safeguarding Lead will be informed in line with our safeguarding procedures.

### **Support**

To ensure our families are confident with the booking process, we request that you read the guides provided in our previous email and if you remain unsure on how to do this, please do not hesitate to contact us via [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk).

Thank you for your continued support.

Kind Regards

Pam Kaur  
Operations Manager

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Pupil Name:

Pupil Class:

I confirm that my child does not wish to have a school meal and we shall provide our child with a packed lunch daily. I give permission for you to set up preferences on the new dinner booking system to reflect this choice up to the end of the next academic year (July 2021).

Parent/Carer Signature:

Date: